

Standby Reserve

13 February 1963

MEMORANDUM FOR:

FROM : Chief, Personnel Recruitment Division

SUBJECT : Former Employees Residing in Your Area

1. I consider it advisable that our recruiters be made aware of former Agency employees now residing and working or studying in the recruiter's territory; that is, those employees who left the Agency in good standing and with proper respect for the importance of the Agency's mission. By definition, all members of the Agency's so-called STANDBY RESERVE are in this category--former employees who have been invited and have not hesitated to assert their readiness to rejoin the Agency in the event of an emergency requirement for their services.

2. These former employees have positioned themselves, geographically and within the academic, professional, commercial, and industrial structure of the country, so that, collectively, they could constitute a nationwide sounding board for any number of issues of interest to the Agency. What we are thinking of primarily, however, is the contribution they can make to our recruitment intelligence, entry, and image.

3. When you contact these reservists, and you should, you will have in mind their possible usefulness to you in spotting, introducing you to associates who could become key contacts, or in helping you assess new sources. Keep in mind also that there may be some of our reservists who, for reasons of pride alone, may be waiting for an invitation to come back into the fold on a career basis. One corporation known to   recaptures 12 - 15% of its former employees with a single "invitation to return" letter after an interval calculated to find certain good ex-employees disenchanted with their new employment. We could use some of these dividends ourselves.

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4. The attached card form (1701) gives you all the significant

data on the individuals concerned. We cannot guarantee that the current address given is still accurate or that the individual's employment has not changed. For example, many left to resume their studies for graduate degrees which by now have landed them teaching or other positions which were not identified at their time of departure. Where you find significant changes in these data, please advise OP/MMPD accordingly, the Division which monitors the Standby Reserve Program,

5. From time to time we shall be adding names to your list (the initial distribution is essentially a sampling, some 55 names). Since we are giving you the Form 1701, our copy of this memorandum will be our record of having furnished you the Form 1701 of the following individuals: